

**Statement of Work for Financial Analyst II for
the Office of Financial Management
10/18/17**

I. BACKGROUND

GSA employees leverage the buying power of the federal government to acquire best value for taxpayers and our federal customers. We exercise responsible asset management. We deliver superior workplace, quality acquisition services, and expert business solutions. We develop innovative and effective management policies. GSA has been repeatedly named by the Partnership for Public Services as one of the "Best Places to Work in the Federal Government."

II. SCOPE OF WORK

This Office of Regional Financial Services (BR4R) is responsible for the financial integrity of the National Capital Region (NCR), Public Building Service (PBS) activities, including financial resources, internal controls, and budgetary processes. We are seeking a Financial Analyst II to provide expert financial and budgetary guidance in support of the NCR, PBS Reimbursable Fund Budget Activity.

The Financial Analyst II will evaluate financial activities of a reimbursable budget activity within PBS in conformance with policies and procedures established by OMB, GAO, and the General Services Administration Office of the Chief Financial Officer (OCFO) and PBS.

In recent years, GSA implemented a new, more complex process for reviewing and accepting interagency agreements (RWAs). PBS, GSA Legal Counsel, and OCFO each play a key role in the review and acceptance of RWAs. GSA needs to ensure all RWAs are accepted under proper authority and that internal policies are adhered. In addition, during the execution of the RWAs, OCFO and PBS, maintain an ongoing process of reviewing open RWAs to identify and ultimately remedy potential violations and to make related corrections to its financial statements if necessary.

This position is critical to the review and acceptance of RWAs and providing ongoing fiscal management of the portfolio of RWAs.

III. TASKS

Financial Analyst II -

Functional Responsibility:

Analyzes financial and management business processes and provide recommendations regarding the most efficient method of accomplishing the work. Coordinate with Project

Managers, Contracting Officers and other government personnel to manage all processes related to costs and contract management. Gathers information and prepare reports for the customers to determine purchasing needs and budgetary limitations. Confers with vendors to communicate product or service needs.

Minimum Education/Experience:

Knowledge of appropriations law, federal reimbursable budget activities, and interagency agreements. Training and certification(s) from nationally accredited professional organizations and associations are highly encouraged. Requires a minimum of 6 years of experience in management, business administration, finance, accounting, economics or related field. Must possess skills in financial management and program financial planning and budgeting. Must demonstrate excellent negotiation and decision-making skills with strong oral and written communication skills.

Deliverables:

- Perform a wide variety of analytical and evaluative work analyses in one or more of the following program areas: federal budgeting and financial management, business strategy, and project management.
- Research and/or analyze problems, issues or program requirements.
- Review information, reconciles conflicting data and devises new or modified methods to analyze findings.
- Provide management with statistical analyses, correlations and identification of associated indicators and drivers that have impact in relation to the subject program and all related Programs.
- Subject Matter Expert in RETA
- Review RWA packages for content and accuracy
- Prepare new RWA accounts in RETA, cradle to grave
- Request Treasury Account Symbol (TAS) updates to Code Implementation for appropriate TAS symbol in RETA
- Monitor, maintain, and/or update data, records, or other information
- Communicate with Project Manager/Team on issues and recommend corrective action, follows up
- Collect, compile, and organize financial transactions or information by RWA number in electronic files on N drive
- Keep RWA files organized; is in process of scanning everything and saving to electronic RWA folder on N drive, go green
- Perform various account servicing duties
- Verify accuracy of data and reconciles errors or inconsistencies
- Instrumental in collecting closed RWA folders to be archived and coordinating with POC all required paperwork, approvals and pickup of boxed RWA's
- Process, analyze and interpret data using Pegasys, RETA, FMIS, GSA Finance Page
- Read and understand technical or other complex materials required for the job

- Acquire and maintain a working knowledge of federal policies, standards, and procedures as related to the RWA process
- Inform GSA Program Manager of issues or problems
- Communicate with others orally or in writing to obtain information
- Compose correspondence/form letters for external agencies

IV. DESCRIPTION OF POSITION REQUIREMENTS

At least 2 years of experience at the above mentioned deliverables.

V. PLACE OF PERFORMANCE

All work shall be performed at GSA National Capital Region at 301 7th St SW, Washington DC 20407.

VI. PERIOD OF PERFORMANCE

It is estimated that this contract is for two employees, for 1,920 hours each; or, December 1, 2017 thru November 30, 2018. This contract will be a base with four option years.

VII. SPECIAL CONTRACT REQUIREMENTS

Work to be accomplished on and/or off site for 80 hours every 2 weeks.

VIII. CONTRACT WORK SCHEDULE

The contract work hours shall range between 7:30am to 5:30pm, Monday through Friday, excluding holidays and days on which the Federal Government is closed. Actual tour of duty may vary for each contract employee as determined by the Office of Regional Financial Services. The agreed scheduled hours should be submitted to the Contracting Officer's Representative (COR). Overtime is conditional upon GSA authority only.

IX. AWS & TELEWORK

Due to the availability of Government workspace, workload, and/or unexpected closures, the contractor may be required to have the contract employees' telework and/or utilizing flexible hours during the contract period of performance, if permitted by the agency.

X. HOLIDAYS

Work shall not be required on the following Federal holidays or on days observed in lieu thereof:
 New Year's Day Martin Luther King Day President's Day
 Memorial Day Independence Day Labor Day
 Columbus Day Veteran's Day Thanksgiving Day

Christmas Day Inauguration Day (when applicable)

Note: Should a holiday fall on a weekend, the day designated by the Federal Government shall be recognized as the holiday.

XI. FEDERAL GOVERNMENT OPERATING STATUS

Changes in the Federal Government Operating Status in the Washington DC Area – Operating status consists of early dismissal, delays, or closings due to unforeseen circumstances such as but not limited to; inclement weather, emergency shutdowns, inauguration, etc. This type of government closure is a sovereign act and not one under the Government's contractual authority; and may not qualify as a government caused delay. Therefore, contractors will not be able to bill for Federal Government's Operating Statuses as such. However, make up time is conditional upon GSA authority only.